



Open Meet Entry Policy

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1. Introduction

Gloucester City Swimming Club (GCSC) aims to give swimmers a balanced programme of Open Meets at appropriate levels throughout the year. This policy describes how the club manages entries to give swimmers the best chance of successful entry, and what parents need to do to support the process.

2. Target Meets

Parents are expected to register their child(ren) on Active when requested, prior to the start of every season (September-July), with their Swim England number. If they fail to do so they will not receive communications from the club or notifications of Open Meets.

Each season a range of meets are carefully selected by the coaching team to provide a balanced programme through the season, giving swimmers sufficient opportunities to race at the appropriate level. These are known as target meets.

A target meet calendar covering the current season will be shared in September via email, Facebook and the Club's website. It will then be updated as details of the meets are confirmed.

Parents will be made aware of the details of a target meet via Active communications. The main method of entering competitions is via Active, but for some Para entries it will be via "paper" entries. There are also meets where swimmers must enter themselves directly- these are usually national or open water meets.

If a swimmer enters a target meet they will be supported by a Coach and Team Manager. Occasionally if the swimmer numbers are small and there are no TMs amongst the parents attending, and if the swimmers are sufficiently experienced, the swimmers may attend with just a Coach. This will always be in compliance with the Swim England Safe Supervision policy.

Non-target meets should only be entered by agreement with the Head Coach, and swimmers will not be supported by a Coach or TM from GCSC. Parents will have to make suitable arrangements for the supervision of their swimmer.

3. Entries for Competitions Via Active

If your child is in the invited list and has qualifying times registered on the system, you will receive an email inviting you to enter directly from Active. If you wish your child to enter, you must submit their entry via Active by the internal closing date. You are responsible for selecting the events that they enter, although you will be given advice based on your swimmer's squad in the invitation email.

4. Entries for Competitions Via Paper Forms

You will receive notification of the meet via an email. It will be your responsibility to check whether your child has the qualifying times and complete the paper form. The paper entry form must be returned via email to the Competitions team by the internal closing date.

5. Internal Closing Dates

The internal closing date is usually at least two weeks* prior to the actual closing date. This allows for entries to be collated and checked by the Competitions Team, double checked with parents and sent off to the relevant club. The Competitions Team will check the entries with parents, by sending an email with Proposed Entries attached and at this point it may be possible to add late entries in and make changes to the events entered. However, this is not always possible so should not be relied upon. Once the entries are sent to the host club **NO LATE ENTRIES WILL BE ACCEPTED**. This includes meets organised by GCSC as we have to treat our entry the same as those from other clubs or we could be banned from hosting meets in the future. The Competitions Team are responsible for all the swimmers' entries and their priority will be those who entered by the closing date.

*In the case of Level 3 Open Meets where entries are first-come, first-served, the internal closing date may be a month or more prior to the external closing date. This is because open meets can fill quickly, in some cases within minutes of entries opening, and the Club wants to give swimmers the best possible chance of swimming the events they have entered.

6. Next Steps

When details are received back regarding an Open Meet, the Competitions Team will send out Active emails with the confirmed entry list, meet sign-in times, payment details and other relevant information. It is parents' responsibility to check the confirmed entries are as expected, note if any scratches have been made, pay when

requested (prior to the Open Meet) and ensure their child(ren) turns up at the correct time to sign in.

7. Swimmers Moving to GCSC

Please note that Active does not extract your times from rankings. It only holds the results from any meets which you have entered through GCSC. Until you have a personal best time achieved as a swim for the club you will need to email the competitions team with the correct entry times at the point of entry, with evidence from Swim England Rankings, in order not to appear as NT. It will also not invite you to meets with a minimum entry time if it has not been achieved with GCSC so you will need to email the competitions team with evidence of the eligible times so they can enter your swimmer manually.